

# APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 2214983

<b>DHR</b> Application Date <p style="text-align: center;">July 11, 1980</p> Application Number <p style="text-align: center;">DHR 80-19</p>	<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b> Division of Youth Services Investigations Unit 1585 County Farm Road Marietta, Georgia 30060	<b>ARCHIVES AND HISTORY</b> Application Number <p style="text-align: center; font-size: 1.5em;">80-304</p> <div style="display: flex; justify-content: space-between;"> <div>Date Received <b>JUL 15 1980</b></div> <div>Date Completed <b>AUG 14 1980</b></div> </div>
<b>2. Person to Contact</b> <div style="display: flex; justify-content: space-between;"> <div>(Mrs.) Betty Rabun</div> <div>Working Title Administrative Aide</div> <div>Telephone Number 424-7376</div> </div>		
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		
<b>4. Dates of Series</b> Earliest      Latest Oct., 1975 to present	<b>5. Records Series Title (followed by title used in office; if different)</b> <p style="text-align: center;">Investigations' Client Case Record Files</p>	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?  <p>The Division of Youth Services is responsible for administering, supervising, and regulating programs for juvenile offenders in the State, which includes the State operation for intake; detention; planning; probation; aftercare; and a comprehensive orientation and staff training program for all workers in Youth Services Institutions, Community Treatment Centers, and community based programs.</p> <p>The Investigations Unit provides for the investigation and apprehension of escapees from the four Youth Development Centers and committed youth who abscond from a community placement facility.</p>		
<b>7. Records Series Description</b> This file contains the following documents (include form numbers and titles, if-):      Attach samples of the file. Documents relating to: apprehending youth who escape from State custody; and investigating circumstances for determining proper handling of each case; Included are: DHR forms \$4081 (old no, DCS/SSS-81) (Order of Commitment) to custody of Georgia Department of Human Resources; 4010 (old No. DCS/SSS-80) (Social History) shows personal information about youth (name, address, date of birth, sex, race, place of birth, school, grade, principal, attendance, religion, employment), family background (father, mother, birthdates, marriage date, religion, education) and brothers and sisters (listed by name and age, occupation and grade in school); Social History supplement -- a narrative report by Court Service Worker which identifies youth, states problem bringing child(ren) to Court, significant factors of case, and plan of action to help child(dren) overcome the problems which caused their commitment to the custody of DHR; and form 4056 (Request for Apprehension and Detention of Juvenile) for return of runaway when youth has escaped from custody of the State. The file is arranged : alphabetically by name of client.		
<b>8. Monthly Reference Rate</b> How often are records referred to which are: _____ One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ , twenty-five months and older _____ ? Active cases referred to frequently -- on an individual basis		
<b>B. Annual Rate of Accumulation of Records</b> Letter-size drawers _____ ; Legal-size drawers <sup>3</sup> / <sub>2</sub> _____ ; Shelves _____ ; Other (Specify) _____		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. contain client names
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| * c. Federal law         | _____ years. | f. Federal retention instructions | _____ years. |

Title XX regulations - see item 12.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then-
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon termination of care, place all papers in the inactive file arranged by year youth will reach age 21 (exception - if youth is terminated in his/her 18th year, place those papers in the inactive file arranged by year youth will reach age 22); hold to end of calendar year youth will reach age 18; transfer all papers to State Records Center; hold 3 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

- or  
continue to hold in local holding area 3 more years; then destroy.

*would prefer this method*

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Larry Webb</i>	6/30/80	<i>Elizabeth W. Crank</i>	6/30/80
Investigations Unit (Signature)	Date	Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
<i>Ronald H. Carter</i>	7/7/80		
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		7-29-80
	Secretary of State/Designee	<i>Carroll Hart</i>	7-25-80
	Attorney General/Designee	<i>M. J. Hill</i>	8-13-80